

# CAREERS IN CORRUGATED: SAFETY/ ENVIRONMENTAL DIRECTOR

## **Executive summary:**

Plant Safety/ Environmental Directors are responsible for safety and safety training in the production facility, as well as for overseeing environmental compliance issues required by federal, state and local regulatory bodies.

## **Safety/ Environmental Director responsibilities:**

- Oversee all plant safety programs
- Conduct safety inspections, meetings and training programs
- Work with regulatory bodies, plant personnel to ensure environmental compliance
- Conduct new hire safety orientations
- Complete and maintain all paperwork relating to safety and environmental concerns
- Assist Controller in filing workers' compensation insurance-related information
- Assist Purchasing Manager in procuring safety items
- Maintain membership in safety and environmental associations to stay informed concerning new developments or trends
- Prepare legal notices, postings and reports as required by government safety and environmental bodies

## **Safety/ Environmental Director skill sets:**

- Excellent communication skills; able to speak effectively to employees, managers, customers; ability to lead meetings competently
- Ability to calculate and apply discounts, costs, proportions, percentages, volumes and net present value
- Outstanding organizational skills
- Ability to solve practical problems; ability to interpret verbal, written or graphical instructions
- Multitasking; ability to work with various challenges and deal with a variety of situations
- Ability to read, comprehend and interpret operating instructions, training and procedure manuals, government regulations and professional journals
- Ability to write reports and correspondence clearly and effectively

## **Safety/ Environmental Director education/ experience:**

- Minimum two years of college work
- Two years of experience in the safety or environmental field within a manufacturing environment

## **Preferred candidates have:**

- College degree in Safety/ Environmental studies
- Experience in Safety/ Environmental management in the corrugated field

## **Leadership skills required:**

- Knowledge of industry-related environmental issues
- Understanding of underlying cost issues
- Understanding of quality standards and their importance
- Knowledge of regulatory requirements
- Superior time management
- Excellent listening skills; ability to provide positive and corrective feedback
- Teaching skills; ability to help others learn quickly and effectively
- Crisis management; great emotional control
- Creativity: advancing new ideas to improve safety/ environmental performance